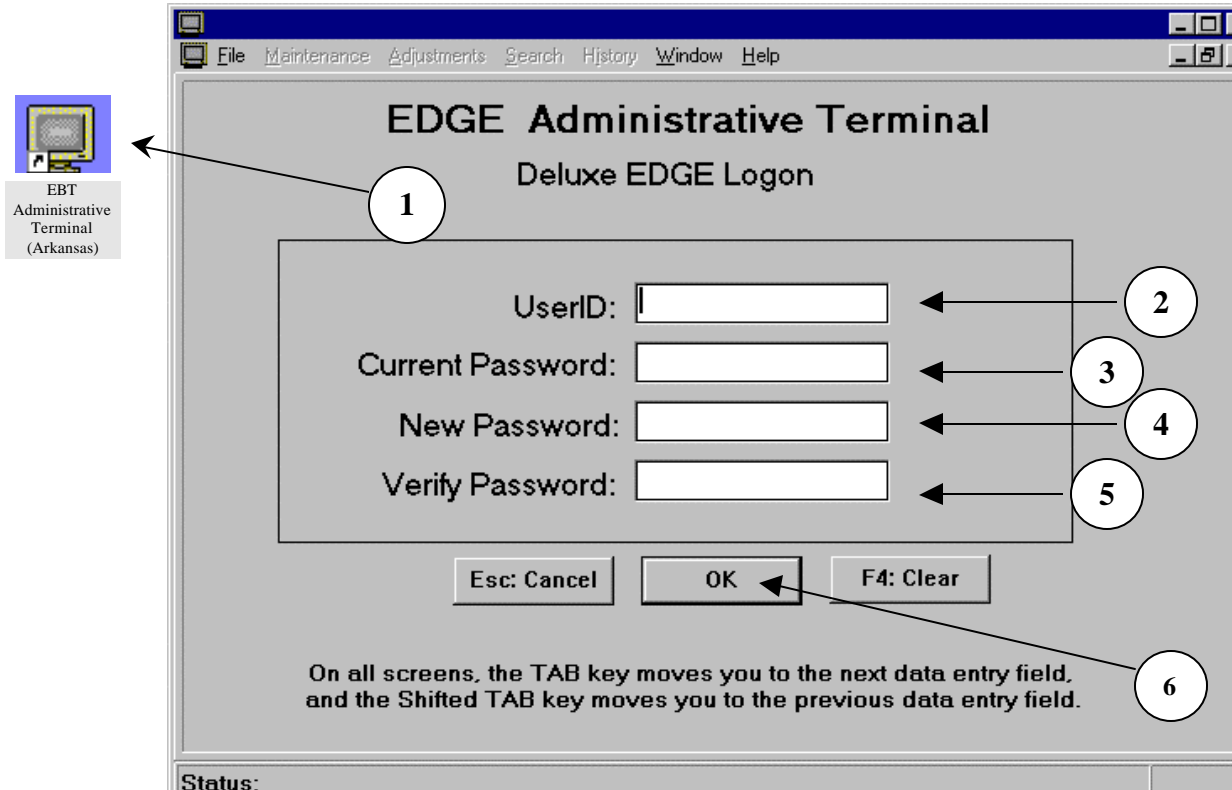


# INSTRUCTIONS FOR INITIAL LOGGING ONTO EBT ADMINISTRATIVE TERMINAL



1. Double click the “**EBT Administrative Terminal**” icon on your *Windows* computer screen.



2. Type in the **UserID** assigned to you. Your UserID is normally the first four letters of your last name and the first letter of your first name (if your UserID is already being used you will be assigned a slightly different UserID). For example if your name is Pat Smith, your UserID should be “smitp”. If your last name is less than four letters, your UserID will be your complete last name and the first letter of your first name - Pat Day’s UserID would be “dayp”.
3. Enter **Current Password**. This is normally “**rose**” for new users, but will change if you are not logging in for the first time.
4. Key in your **New Password**. This will be the password you will use every time you log on to the EBT Terminal. Password must be at least four but no more than eight letters.
5. Re-enter **New Password** you just selected.
6. Click the **OK** button with computer mouse. Unless you get an error message, you have successfully completed your initial logon!

Now each time you logon to the EBT Terminal you will enter your UserID (step 2 above) and password in “Current Password” field (step 3 above) and press “OK” button. **You should not enter anything in “New Password” or “Verify Password” fields.**

**Note:** You will be required to change your password about every 60 days. When changing your password you will not be allowed to re-use a password you have used in the past. And remember all passwords must be between four and eight letters.